

**Administrative - Internal Use Only**

Approved For Release 2004/05/05 : CIA-RDP84B00890R000300060030-8 81-2150

OTE 81-3519

16 OCT 1981

MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE  
Deputy Director for Administration  
Contract Personnel Division, OP

FROM:   
Director of Training and Education

SUBJECT: Memorandum of Oral Agreement

DD/A REGISTRY  
FILE: Lawson

1. The following individuals have been retained under contract to provide instructional services in conjunction with the Project Officer in the Contract Cycle Course. The effective date of this contract is 14-18 December 1981 unless sooner terminated by actual notice to Subject. Stated fees are to cover travel/per diem.

Name and Address	Employer	Security Facility Access Approval	Fee & Source Of Earnings on Form 1099
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2. These individuals are to be paid under Fan Account No. 0275-3500 on a fee-per-task basis in the amount cited above on certification that the task has been successfully completed. Income taxes are not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

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